



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information:

Job Title: PB030 - Program Analyst - GS-13

Salary Range: \$79,720 - \$123,234 (not applicable for detailees)

Vacancy Open Period: 06/29/2017-06/29/2018

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: SRA/PR

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, the ODNI hiring office will pay for travel by commercial carrier (economy class) or reimburse for privately owned vehicle (POV) mileage. If applicable, the candidate also will be reimbursed at a flat rate for commercial lodging and per diem.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-13 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI permanent cadre.
- For a detailee assignment:



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- Current Federal Government employees.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Assistant Director of National Intelligence for Systems and Resource Analyses (ADNI/SRA) is the principle staff assistant and advisor to the Director of National Intelligence (DNI) on matters pertaining to program analyses, evaluation, and resource allocation through independent analyses and advice relevant to the National Intelligence Program (NIP) and the Military Intelligence Program. As the principle advisor to the DNI on these matters, the ADNI/SRA analyzes, evaluates, and provides alternative plans, programs, and budgets for DNI priority objectives, projected threats, estimated costs, and resource constraints.

Major Duties and Responsibilities (MDRs)

- Conduct analysis and evaluation of the National Intelligence Program (NIP) investments to independently document resource utilization, efficiency, productivity, and cost effectiveness levels.
- Implement plans to support analysis through NIP policies, missions, plans, and capabilities, ensuring linkage to the National Intelligence Strategies and other Intelligence Community (IC) priorities.
- Conduct the research and identification of key program issues; evaluate alternatives and proposals for decision by the Office of the Director of National Intelligence (ODNI) senior leadership.
- Determine relevance of source material, implement procedures, and analyze data to support ODNI senior leadership decisions.
- Research and identify key intelligence program and budget issues, evaluate program alternatives, and provide structured recommendations in accordance with the organizational policies, procedures, and viewpoints.
- Conduct initiatives to maintain a comprehensive awareness of analytical and statistical methods; conduct independent evaluative studies of cross-cutting IC issues and techniques to assess program effectiveness.
- Present findings, conclusions, options, and recommendations to senior management.



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- Produce analytical issue papers, background papers, resource issue papers, and other analytic products applying extensive subject matter knowledge to support the senior leadership in making informed programmatic decisions.
- Provide independent analyses of IC capabilities and programs, identifying cost and mission impacts, and clarifying the advantages and disadvantages of each alternative.

Mandatory and Educational Requirements

- Thorough knowledge of the IC and its components, missions, and interrelationships, including an ability to evaluate key IC issues.
- Thorough knowledge of programmatic and financial management, strategic planning, and performance management.
- Thorough knowledge of the ODNI's processes, programs, and policies especially as they relate to program evaluations (to include quantitative and qualitative methods and techniques).
- Ability to apply analytic, quantitative, and qualitative techniques to analyze, evaluate, and recommend appropriate alternatives to complex issues.
- Oral and written communication skills, including ability to produce clear, logical, and concise products.
- Organizational and interpersonal skills, and ability to negotiate.
- Ability to develop consensus recommendations and to solicit input from colleagues and peers; ability to remain open-minded and change opinions on the basis of new information and requirements.
- Program management, analytic, and critical thinking skills, including ability to conduct program and management assessments, to identify needs and requirements, and to develop non-linear process improvement recommendations for implementation across the IC. Thorough knowledge of and experience with the IC analytic organizations' structures, missions, priorities, and resources.
- Thorough knowledge of IC organizations' missions in order to develop the national-level strategies and policies necessary to support United States (U.S.) national security and foreign policy interests. Thorough knowledge of the executive/legislative decision making process.
- Ability to work effectively with senior leadership to build consensus on contentious issues and to foster a collaborative work environment across the ODNI, IC and mission partners.

Desired Requirements

- Experience examining program/project successes and failures and making recommendations to improve products and services; ability to deal with service failures and prioritize customer needs.



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- Thorough knowledge of the methods used to evaluate organizational performance against strategic objectives and ability to advise the organizations on the application of evaluation methods.
- Ability to balance responsibilities among program/project activities; ability to manage transitions effectively from task to task, adapting to varying customer needs.
- Ability to assess complex programmatic issues and apply diagnostics to assess risks and implement innovative solutions related to sensitive issues.
- Thorough knowledge of the rules of governance and project lifecycle methodologies; thorough knowledge of Project Management concepts and principles; and successful completion of appropriate project management courses and/or certificate programs. • Ability to think strategically, identifies needs and requirements, and develops recommendations. Ability to develop and implement strategic plans, policies, and instructions. • Ability to identify emerging trends and strategic issues and incorporate these in developing strategic plans for the organization.

Key Requirements and How To Apply:

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (*Daniel J.*) and aclaale@dni.ic.gov (*Alex A.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct



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polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (*Daniel J.*) and aclaale@dni.ic.gov (*Alex A.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3811.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information



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ODNI Recruitment; Phone: 703-275-3811; Email: Recruitment_TeamB@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**